CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).
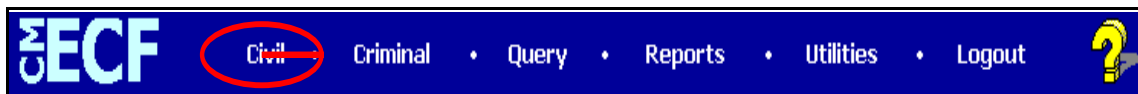

Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Civil Events** screen. Click on **Discovery Documents** in the Other Filings section (see Figure 2).

Figure 2 - Civil Events screen

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

3.   The system will display the **Discovery Documents** selection screen
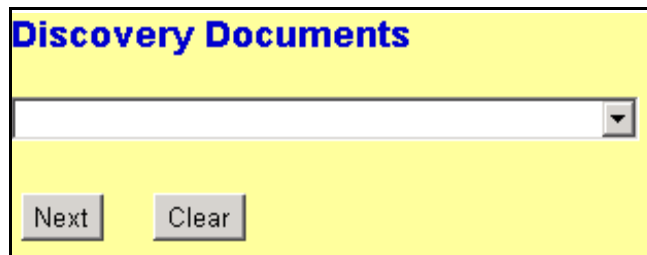   (see Figure 3).

Figure 3 - Discovery Documents screen

a.   Click the down-arrow at the right of the purple area, and the system will
        display a drop-down menu. The system will display a list of various types
        of discovery documents. Move your mouse down the list to select
        Response to Discovery Request from the list. Click on the words
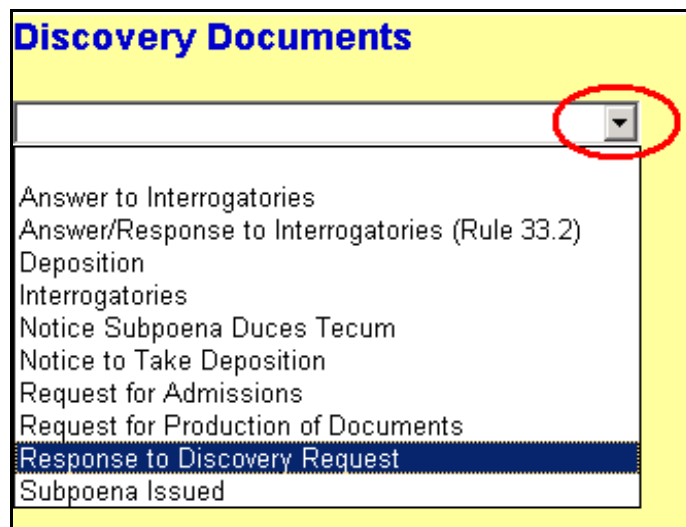   **Response to Discovery Request**. (see Figure 3a).

Figure 3a - Discovery Documents drop-down menu

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

b.   Once the **Response to Discovery Request** event appears in the purple area next to the down-arrow (see Figure 3b), click the **[Next]** button to continue.

Discovery Documents

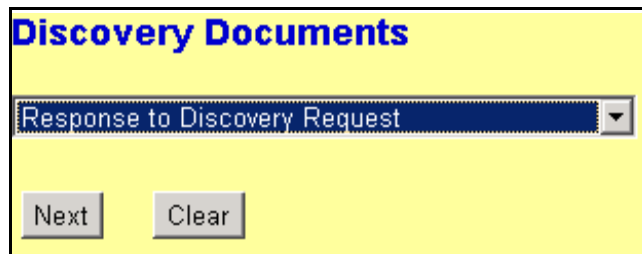Response to Discovery Request

Next   Clear

Figure 3b - Response to Discovery Request selected

4.   The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[Next]** button to continue (see Figure 4).

Case Number

01-4231   99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345
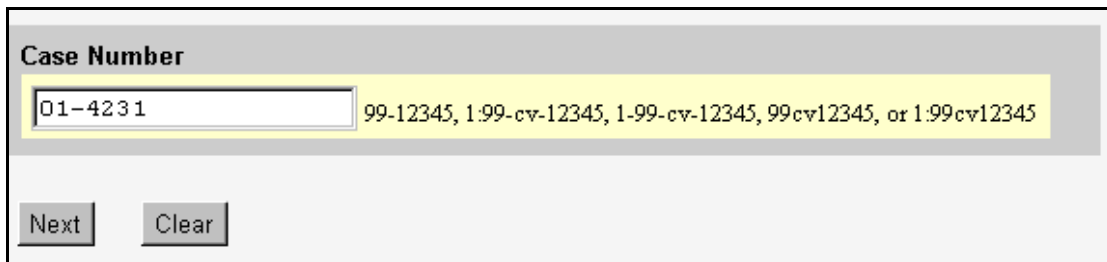
Next   Clear

Figure 4 - Case Number screen

a.   If the case number entered is **not** a valid case number, the system will display the following message:

1:yy-cv-nnnnn is not a valid case. Please enter a valid value.

Click the **[Back]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

5.	The system will display the **Case Number Verification** screen (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.
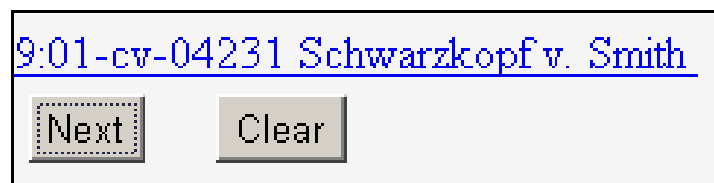

Figure 5 - Case Number Verification screen

    a.	If this is the correct case, click the **[Next]** button.

    b.	If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.

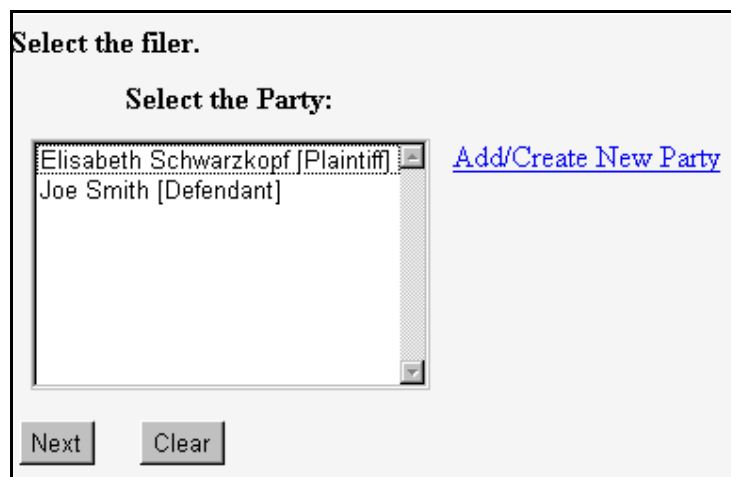6.	The system will display the **Party Selection** screen (see Figure 6).

Figure 6 - Party Selection screen

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

a. A list of the parties in the case will be displayed for you to select the party(ies) who is filing the response to discovery request. To select the party(ies) who is filing the response to discovery request, click on that party's name to highlight it, then click the **[Next]** button.

NOTE: If the response to discovery request is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who are filing the response to discovery request are selected.

7. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 7).
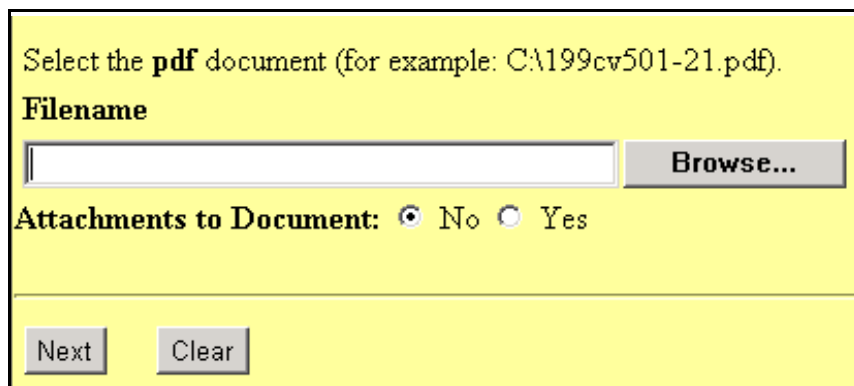

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

[   ] Browse...

Attachments to Document: ⊙ No ○ Yes

Next   Clear

Figure 7 - PDF Document Screen

a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[Browse...]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[Next]** button to continue.

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

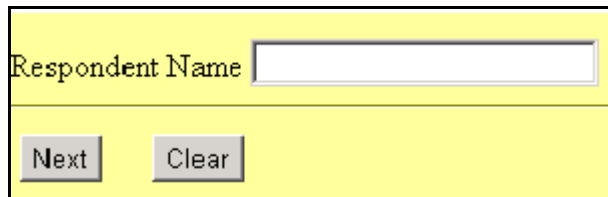8. The system will display the following screen and prompt for the **Respondent Name** (see Figure 8).

Figure 8 - Respondent Name text box

Enter the **Name of the Party** responding to the discovery request in the box next to the prompt **Respondent Name**. Click the **[Next]** button to continue.

9. The system will display the **Refer to existing event(s)?** screen (see Figure 9). The **Refer to existing event(s)?** screen is used to link the document currently being docketed to a previously filed document.

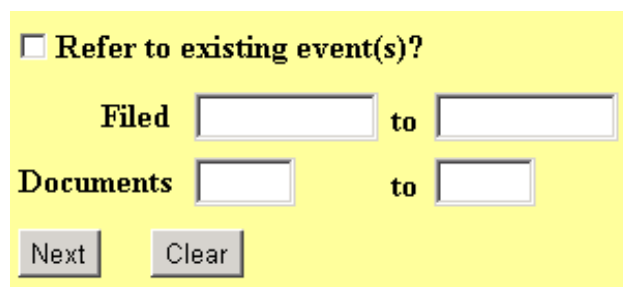**Figure 9 - Refer to existing events screen**

a. If there is a discovery request to link to the response to discovery request, then click on the check box next to the **Refer to existing event(s)?** prompt. Click the **[Next]** button and proceed to Step 10.

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

NOTE: You can limit the documents displayed by entering beginning and/or ending date(s) in the **Filed** date range fields, or by entering starting and/or ending number(s) in the **Documents** number range fields. The response to discovery request will then appear in the docket text.

b.   If there is no discovery request to link to the response to discovery request, then leave the check box next to the **Refer to existing event(s)?** prompt blank. Click the **[Next]** button and proceed to Step 11.

10.   The system will display the **Document Selection** screen (see Figure 10).

Select the appropriate event(s) to which your event relates:

☑   05/28/2003 33 REQUEST for Production of Documents.Document filed by Joe Smith.(Smith, John)

Next   Clear

Figure 10 - Events Selection screen

a.   A list of all the discovery requests in the case for which responses are due will be displayed. To select a discovery request to which this response relates, click in the check box at the far left of the discovery request, if it has not already been checked. When you have checked the correct discovery request, click the **[Next]** button to continue.

NOTE: If the document number of the discovery request is underlined and highlighted in blue, it means that there is a pdf document associated with that discovery request. To view the pdf document associated with that discovery request, click on the document number **nn**.   The system will then take you to the **PACER Login** screen. Enter your **PACER Login** and **Password**. View the document. To return to the **Document Selection** screen, Log out of PACER.
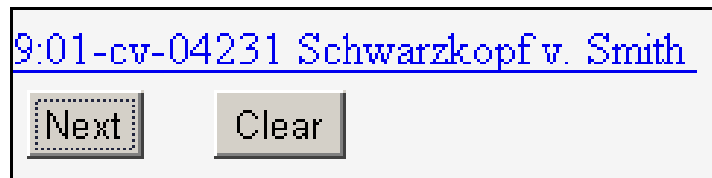
Docketing a Response to Discovery Request

11.	The system will display the **Case Number Verification** screen again (see Figure 11). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

Figure 11 - Case Number Verification screen

a.	If this is the correct case, click the **[Next]** button.

b.	If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 through 11.

12.	The system will display the **Docket Text: Final Text** screen. The docket text will be displayed. The system will display the following message:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.

When you click the **[Next]** button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

If you are completely satisfied with the transaction, click the **[Next]** button to complete the docketing of this transaction.

13. The system will display the **Notice of Electronic Filing** screen (see Figure 13). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

    a. To print a copy of this notice, click the browser **Print** icon.

    b. To save a copy of this receipt, click the **File** option on the browser menu.

    NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

CM/ECF
CIVIL RESPONSE TO DISCOVERY REQUEST
ATTORNEY TRAINING

Docketing a Response to Discovery Request

Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith
Case Number: 0-01-04231-RB
Document Number: 19

Docket Text:
MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: R:/TRAINING/ECF/Docs_PDF/ECF docs/Motion.PDF
Electronic document Stamp:
[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 13 - Notice of Electronic Filing screen